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Andrew Greenwald, Director of Public Relations

861 Bedford Road

Pleasantville, NY 10570

(914) 773-3477

[andrew.s.greenwald@pace.edu](mailto:andrew.s.greenwald@pace.edu)

*Timeline for (RED) RACE*

*April 18th, 2010*

**DECEMBER:**

Draft budget

Confirm date with committee

Book space on events.pace.edu

**JANUARY:**

Contact Apple for corporate sponsorship

Communicate with Kathy Griffin

Start looking for items for the Silent Auction

Contact Poland Springs for sponsorship for bottled water

Contact WPAW to book DJ

**FEBRUARY:**

Design save the dates and place order

Design posters and place order

Prepare organization mailing list

Announce to Pace University students at Student Association meeting

Announce to Pace University faculty at Faculty Council meeting

Post posters around the Pace University campus and Westchester area

**MARCH:**

Book WPAW DJ

Get Poland Springs water bottles

Start accepting racer registrations

Order t-shirts for racers from Drive Marketing

Order and book BBQ food and drinks

Announce to Pace University students at Student Association meeting

Announce to Pace University faculty at Faculty Council meeting

**APRIL:**

Announce to Pace University students at Student Association meeting

Announce to Pace University faculty at Faculty Council meeting

Buy balloons/streamers

Price bids on Silent Auction items from Apple

Make auction sheets for Silent Auction

Follow up with Kathy Griffin

Send out Thank-you’s after the event